Federal Workforce Transportation Aggregated Supplemental Information Report

The following list describes the data element requirements to complete the Aggregated Supplemental Information Reports and the Attachment Reports. All elements are derived from the Supplemental Information for New and Re-Applicants in Federal Employee Transit Program form.

The Policy office will need the following reports:

- 1. Aggregated Supplemental Information Report calculated for all responses.
- 2. Aggregated Supplemental Information Report calculated for <u>question two "New to program"</u> responses only.
- 3. Aggregated Supplemental Information Report calculated for <u>question two "Increase"</u> <u>to program</u>" responses only.
- 4. Report Attachment A-1 Respondent Duty Station Locations Inside Metropolitan Area's (Alphabetical by State and County)
- 5. Report Attachment A-2 Respondent Duty Station Locations Inside Metropolitan Area's (Greatest to Least)
- 6. Report Attachment B-1 Respondent Duty Station Locations Outside Metropolitan Area's (Alphabetical by State and County)
- 7. Report Attachment B-2 Respondent Duty Station Locations Outside Metropolitan Area's (Greatest to Least)
- 8. Reports C-1 to C-3 "Other" Response lists for questions 5, 6, and 7.
- For examples of all reports see pages three through 13 of this document.

#### Aggregated Supplemental Information Report data descriptions

The number for each data element corresponds to the appropriate line on the Aggregated Supplemental Information Report. This number also corresponds to the question numbers on the Supplemental Information for New and Re-Applicants in Federal Employee Transit Program form.

- 1. Enter the full name of the Agency. Do not include sub-agencies. Report data for one and only one agency for each submitted report.
- 1a. Enter the full tally of all Supplemental Information for New and Re-Applicants in Federal Employee Transit Program forms that are processed.
- 2a. Enter the total number of responses that have the "New" box checked.
- 2b. Enter the total number of responses that have the "Increased" box checked.

- 3a. Create a list of the total number of responses for each Metropolitan Area and those outside of Metropolitan Area's. Metropolitan Area as defined by OMB effective 06/30/99. The OMB Metropolitan Area list by County and State can be found at <a href="http://www.census.gov/population/estimates/metro-city/a99mfips.txt">http://www.census.gov/population/estimates/metro-city/a99mfips.txt</a>. See the reports at the end of this document for the format. The reports should be aggregated based on responses inside Metropolitan Area's and those outside of Metropolitan Area's. Sorting the results alphabetically by State and County as well as numerically by response is requested.
- 4a-l. Enter the total number of responses for each mileage interval, the sum of all miles per interval, and the average miles traveled per interval. Sum the total responses and the miles per interval on the totals row. Place the average for all responses in the average miles traveled/total cell. Note: The interval scale is to the nearest tenth. See the survey\_rpt document for the correct scale. The example report at the back of this document is grouping to the nearest tenth.
- 5a-j. Enter the total number days and the average number of days for each modal category for
- 6a-j. all responses. The sum of all categories must sum to 20 for each response. If a
- 7a-g. respondent failed to provide enough days to sum to 20, (1) Sum the days that the respondent did provide, (2) Subtract the sum from 20, (3) Enter this difference into the Non-Response Days category, (4) Sum this category as you would the other categories for all responses. Also provide a list of any "Other" description responses for each question as well. See the sample reports C-1 through C-3 at the end of this document for examples.
- 8a-m. Enter the total number of responses for each mileage interval, the sum of all miles per interval, and the average miles traveled per interval. Sum the total responses and the miles per interval on the totals row. Place the average for all responses in the average miles traveled/total cell. Note: The interval scale is to the nearest tenth. If the response to question 8 is a zero it should be counted as 8m (Did not go to a transit stop), rather than 8a (<1 mile).
- 9a. Enter the total number of responses that have the "Yes" box checked.
- 9b. Enter the total number of responses that have the "No" box checked.
- 10a-f. Enter the total number of responses, the total days per interval, and the average days per interval for each "day" category.

If using the Access2000 database for data collection all of the requested reports will be generated automatically. The following pages of this document are example reports generated from the Access application using test data. These reports represent the expected formats for the consolidated information except for the missing boarders around the actual numbers. See the survey\_rpt file to see the boarders. The boarders did not convert with the report document when it was converted to MS Word format.

# Federal Workforce Transportation Aggregated Supplemental Information Report

# **Department of Transportation**

#### **Agency/Bureau Primary Point of Contact**

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(202) 493-0182 kevin.bryan@ost.dot.gov



#### 1 Name of submitting Agency/Bureau

# **Department of Transportation**

450,925.8

9.01

Avg Days

	1a Total R	esponses Rece	ived by Agency/I	Bureau	Agency/Bure Records in D		50,037 50,037	
2				of those receivin	g an increase in be	nefit	04 500	
		ew to the Progr	am				31,526	
	2b Total W	ith Increase/					18,511	
					Total		E0 027	
_					Total		50,037	
3	Location of	duty station						
	3a* See Re	eport Attachmer	it A and B					
1	T. 4.4							
4	i otai round	itrip distance d	f daily commu	re		Б	B 4:1	A B 4:1
	4 1 - 1	<b>-</b> "	F			Responses	Miles per	Avg Miles
		yees Traveling	From:				Interval	Traveled
	: 0	Miles				6	1.9	0.32
	1: 5	Miles				18,755	50,063.5	2.67
	6:10	Miles				12,002	114,366.1	9.53
	11:15	Miles				13,000	148,200.0	11.40
	16:20	Miles				6	111.9	18.65
	21:25	Miles				6,250	137,500.0	22.00
	26:30	Miles				1	27.0	27.00
	31:35	Miles				7 9	297.0	33.00
	36:40	Miles				2	73.8	36.90
	41:45	Miles		$\bigcirc$	$\bigcirc$ $\Box$ $\bigcirc$ $\Box$	4	43.0	43.00
	46:50	Miles		$\sim$ \  ' \	\	/ ~3 \	138.7	46.23
	51:	Miles		クロヘィ	$\gamma$ 11 $\cap$ 11	1 / / 2 \	102.9	51.45

5 Prior to participation, number of days per month the following modes of transportation were used for commuting to work

		Mode	per Mode
5a drive alone (including motorcycle/moped)		473,740	9.5
5b rail (includes drive, walk, bike, bus, or shuttle to park and rid	e lot or station)	13,000	0.3
5c bus (commuter or transit and includes drive, walk, bike or sh	uttle to bus stop)	43,750	0.9
5d carpool (includes being dropped off)	75,500	1.5	
5e bicycle (employee's ONLY mode from home to work)	74,750	1.5	
5f walk (employee's ONLY mode from home to work)	29,500	0.6	
5g vanpool (including drive, walk, bike or shuttle to vanpool sta	48,250	1.0	
5h telecommute		100,250	2.0
5i*other		90,000	1.8
5j Non-Response (If individual responses do not sum to twenty put here and then summed for all responses)	, the difference is	52,000	1.0
*See Report Attachment C for "Other" Response Descriptions	Total	1,000,740	20.0

# **Department of Transportation**

6 With enrollment, number of days per month the following modes of transportation will be
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commuting to work	•	Days per Mode	Avg Days per Mode
6a drive alone (including motorcycle/moped)		145,520	2.9
6b rail (includes drive, walk, bike, bus, or shuttle to park and ride lo	ot or station)	147,094	2.9
6c bus (commuter or transit and includes drive, walk, bike or shuttl	e to bus stop)	309,750	6.2
6d carpool (includes being dropped off)		86,250	1.7
6e bicycle (employee's ONLY mode from home to work)		62,000	1.2
6f walk (employee's ONLY mode from home to work)		23,750	0.5
6g vanpool (including drive, walk, bike or shuttle to vanpool staging	g area)	18,000	0.4
6h telecommute	,	38,250	0.8
6i*other		124,626	2.5
6j Non-Response (If individual responses do not sum to twenty, the put here and then summed for all responses)	e difference is	45,500	0.9
*See Report Attachment C for "Other" Response Descriptions	Total	1,000,740	20.0

# With enrollment, number of days per month the following modes will be used to get to a staging area or boarding point when commuting by bus, rail, or vanpool

	Days per Mode	Avg Days per Mode
7a drive alone (including motorcycle/moped) 7b carpool (includes being dropped off) 7c bicycle (employee's ONLY mode from home to work) 7d walk (employee's ONLY mode from home to work) 7e Will not commute by bus, rail or vanpool	181,364 201,000 114,755 129,495 150,626	3.6 4.0 2.3 2.6 3.0
7f* other 7g Non-Response (If individual responses do not sum to twenty, the difference is put here and then summed for all responses) *See Report Attachment C for "Other" Response Descriptions	5,750 217,750 1,000,740	0.1 4.4 20.0

# 8 Estimated roundtrip distance to a public transit station, bus stop, park and ride lot, or vanpool staging area, if used Responses

8a-mEmployees Traveling From:		Responses	Miles per Interval	Avg Miles Traveled
: 0 Miles		25,253	4,476.1	0.18
1: 5 Miles		12,757	33,934.6	2.66
6:10 Miles		6,250	46,250.0	7.40
11:15 Miles		8	86.2	10.77
16:20 Miles		9	171.7	19.08
21:25 Miles		2	42.0	21.00
26:30 Miles		2	55.3	27.65
31:35 Miles		1	32.0	32.00
36:40 Miles		1	38.0	38.00
41:45 Miles		2	88.0	44.00
46:50 Miles		1	48.0	48.00
51: Miles		1	53.0	53.00
Did not go to a transit station, bus stop,		5,750	0.0	0.00
park and ride lot, or vanpool staging area				
	Total	50,037	85,274.9	1.70

# **Department of Transportation**

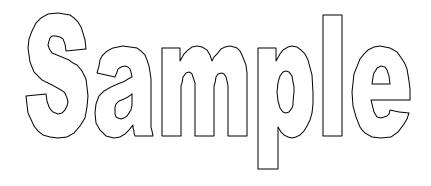
Page 6

# 9 Compressed work schedule (i.e., fewer days per week, with more hours per day, excluding overtime)

		Total	50 037
9b	Total No Responses		18,528
9a	Total Yes Responses		31,509

#### 10 Work days per month, travel to workplace does not occur

	days per month, employee does not ecause of compressed work schedule		Responses	Days per Interval	Avg Days per Interval
1: 4	Days		25,750	90,000.0	3.50
5: 8	Days		5,750	34,500.0	6.00
9:12	Days		3	28.0	9.33
13:16	Days		3	43.0	14.33
17:20	Days		3	55.0	18.33
Did not	t work a compressed schedule		18,528	0.0	0.00
		Total	50,037	124,626.0	2.49



readme\_rpt

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# Report Attachment A-1

Total From Metropolitan Area's

#### Respondent Duty Station Locations Inside Metropolitan Area's (Alphabetical by State and County)

Duty Station	Response Count	Duty Station	Response Count
Department of Transporta	ation		
ALABAMA	0.050		
Lawrence, AL Morgan, AL	6,250 1		
ARIZONA Coconino, AZ	1		
ARKANSAS Benton, AR Sebastian, AR	1 1		
CALIFORNIA Butte, CA	1		
Kern, CA Stanislaus, CA	1 3		
COLORADO Adams, CO Larimer, CO	1 1		
CONNECTICUT Fairfield, CT	8		
DISTRICT OF COLUMBIA Washington, DC	18,487		<u>-</u>
FLORIDA Palm Beach, FL	5,750		
GEORGIA Bartow, GA	6,500		
IOWA Black Hawk, IA	2		
Dallas, IA	2		
Woodbury, IA	2		
KENTUCKY Boyd, KY	5		
MICHIGAN Allegan, MI	1		
Bay, MI	1		
Berrien, MI	1		
Midland, MI	3		
OKLAHOMA Rogers, OK	6,500		
SOUTH CAROLINA Florence, SC	6,500		
TEXAS Tarrant, TX	1		

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50,024

# Report Attachment A-2

Total From Metropolitan Area's

#### Respondent Duty Station Locations Inside Metropolitan Area's (Greatest to Least)

Duty Station	Response Count	Duty Station	Response Count
Department of Transporta	<u>tion</u>		
Washington, DC	18,487		
Bartow, GA	6,500		
Rogers, OK	6,500		
Florence, SC	6,500		
Lawrence, AL	6,250		
Palm Beach, FL	5,750		
Fairfield, CT	8		
Boyd, KY	5		
Stanislaus, CA	3		
Midland, MI	3		
Black Hawk, IA	2		
Dallas, IA	2		
Woodbury, IA	2		
Morgan, AL	1		
Coconino, AZ	1		
Benton, AR			
Sebastian, AR		′ \  ′ \    / _ \	
Butte, CA	$\searrow$ 1 $\bigcirc$ 1 $\bigcirc$ 1	$\cap$ $\cap$ $\cap$ $\cap$ $\cap$ $\cap$	
Kern, CA			
Adams, CO	$\left(\begin{array}{c} \checkmark \\ \checkmark \\ \checkmark \\ \checkmark \\ \checkmark \\ 1 \\ 1 \\ 1 \\ 1 \\ 1 \\$		
Larimer, CO			
Allegan, MI	1		
Bay, MI	1		
Berrien, MI	1		
Tarrant, TX	1		

50,024

# Report Attachment B-1

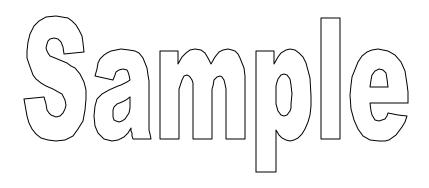
## Respondent Duty Station Locations Outside of Metropolitan Area's (Alphabetical by State and County)

Duty Station	Response Count	Duty Station	Response Count
Department of Transporta	<u>ation</u>		
CALIFORNIA			
alexandria, CA	1		
arlington, CA	2		
franklin , CA	1		
DELAWARE washington, DE	1		
HAWAII			
westerville, HI	1		
worthington, HI	1		
KANSAS frankfort, KS	1		
KENTUCKY			
denver, KY	1		
la, KY	1	_	
MISSISSIPPI silverspring, MS			
NEW YORK pueblo, NY			
OHIO el segundo, OH			
Total Outside of Metropo	litan Area's 13		

# Report Attachment B-2

#### Respondent Duty Station Locations Outside of Metropolitan Area's (Greatest to Least)

Duty Station	Response Count	Duty Station	Response Count
Department of Transportation			
arlington, CA	2		
alexandria, CA	1		
franklin , CA	1		
washington, DE	1		
westerville, HI	1		
worthington, HI	1		
frankfort, KS	1		
denver, KY	1		
la, KY	1		
silverspring, MS	1		
pueblo, NY	1		
el segundo, OH	1		
Total Outside of Metropolitan Area'	s 13		



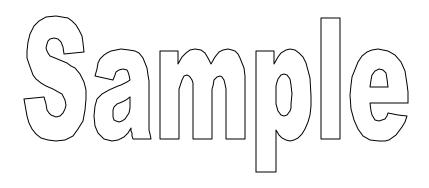
#### Attachment C-1

#### Question 5 "Other" Responses

Description Responses Description Responses Description Responses

Department of Transportation

do not work 19,250 do nto work 6,500 **Total "Other" for Question 5 25,750** 



## Attachment C-2

#### Question 6 "Other" Responses

Description	Responses	Description	Responses	Description	Responses			
Department of Transportation								
		Description	Responses	Description	Responses			
t	277							
u	277							
V	277							
W	277							
Z	277							
do not workl	9							
Total "Other" for Question (	31,509							

# Attachment C-3

#### Question 7 "Other" Responses

Description	Responses	Description	Responses	Description	Responses			
Department of Transportation								
ii	884							
mmm	884							
II	442							
а	222							
b	222							
С	222							
d	222							
е	221							
f	221							
g	221							
hh	221							
j	221							
jj	221							
k	221							
kkk	221							
III	/ 221							
m	221		$\neg \land \mid \mid$					
mm	\221 \			$\langle \ \cap \ \rangle$				
00	224		()					
Total "Other" for Question 7	7 5,750		$\cup$ $\cup$ $\cup$					
		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \						